

TEST PROCEDURES

Through use of the United States Figure Skating website, the Test Chairperson will check to ensure that:

- All test applicants are current members of United States Figure Skating.
- All coaches who have skaters testing are members of United States Figure Skating and are registered as a coach with United States Figure Skating. If a coach is not registered with United States Figure Skating, they are not allowed to put their skater(s) on the ice for their test(s).

By reviewing the submitted test application, the Test Chairperson ascertains whether:

- The skater, who is a member of a Club, is in “good standing” as indicated by the signature of the Club Officer.
- The skater belongs to a Club that is a member of the Utah Interclub Association and therefore is entitled to pay the reduced Interclub test rate.
- The skater does not belong to a Club that is a member of Utah Interclub Association and therefore must pay the “Other Rate”. If the skater is not an “individual” USFS member, he/she must submit an USFS Permission Form with the test application.
- The fee submitted is the correct amount for the test(s) the skater is applying to take.
- The test applications have been postmarked within the application deadline dates posted on the Utah Interclub Calendar. The Test Chair records the postmark date from the envelope onto the designated area of the Test Application.
 - Test applications are prioritized based on the postmark date of the application.
 - Test applications turned in manually will not be accepted.

When a Test Chairperson determines that there are more tests than the test session can accommodate, the Test Chairperson will:

- Immediately determine by the latest postmark dates, the applications that need to be “bumped”.
- Immediately Inform the skater/parent and coach listed on the “bumped” application, that their test could not be accommodated.
- Inform the skater/parent and coach that due to their application being “bumped”, the skater has priority status at the next test session, as scheduled on the Utah Interclub Calendar, and will ascertain whether they are interested in testing at the next test session. Priority scheduling of skaters “bumped” will be honored only at the next scheduled test session.
 - If the skater/parent and coach are interested in testing at the next scheduled test session, the Test Chairperson will contact the Test Chairperson of the next scheduled test session immediately, to let him/her know the names of the skaters “bumped” and the tests that they are applying to take. The Test Chairperson will send the “bumped” skaters’ applications and checks to the Test Chair of the next scheduled test session as quickly as possible. The “bumped” skaters’ original application will be used as the application at the next scheduled test session.

- The receiving Test Chairperson will contact the “bumped” skaters to confirm their interest in testing at the next scheduled test session. Then, the receiving Test Chairperson will schedule the “bumped” skaters’ tests, collect the test fees from the parent on the day of the test or sooner, and return to them their original check.
- If the skater/parent and coach are not interested in testing at the next scheduled test session, the Test Chairperson will return the test application and check to the skater/parent.

Refunds are not allowed for tests scheduled at a test session after the application deadline. An exception to this rule would be if a skater submitted documentation identifying a medical reason for the skater not being able to skate the test. Refunds will not be given for a contingent test not taken.

The Test Chairperson may arrange testing sessions for Pre-Pre and Preliminary level tests for their own Club Skaters without scheduling these tests with the Utah Interclub Association. The Club has the prerogative of inviting other club skaters at this level to test during these sessions.

The Test Chairperson is responsible for awarding patches to all of the skaters who pass tests skated during their test session.

The Test Chairperson should complete the test report on their test session and submit it and the associated test fee to US Figure Skating, as soon as possible, after the test session. USFS allows test reports and fees to be submitted up to 21 days from the test date without penalty.